

Job Description

Title:	Senior Accountant		
Manager:	Controller		
Job Class:	Full Time Salary Exempt	Travel:	o%
Location/Work Arrangement:	Vermillion		

Mission

Create lasting impact.

Values

Drive – We move with purpose. We act with initiative and thoughtful urgency to advance shared goals, consistently delivering high quality work aligned to our mission. We take ownership, support others when needed, and hold self and others accountable to results.

Accountability – We mean it and we own it. We take ownership of commitments, follow through consistently and address challenges or mistakes with transparency and accountability. We hold self to a high standard, communicate progress openly and step in to solve problems rather than waiting for direction.

Commitment – We show up fully. We demonstrate dedication by prioritizing mission driven outcomes and showing up fully, especially during challenging and uncertain times. We make thoughtful choices that serve the team and organization, even when doing so requires extra effort or difficult conversations.

Collaboration – We earn trust every day. We build trust by communicating openly, assuming positive intent and prioritizing shared success over individual recognition. We actively listen, welcome diverse perspectives and work across boundaries to strengthen outcomes and alignment.

Position Summary

The Senior Accountant is a key member of the USDFAA Finance team and is responsible for supporting the accuracy, integrity, and timeliness of the organization's financial records and reporting. This position performs complex accounting, reconciliation, audit, investment, gift, scholarship, and financial reporting functions that support effective stewardship of the Foundation's assets. The Senior Accountant works closely with the Controller, Vice President of Finance, Finance team members, and internal partners to ensure financial activity is recorded accurately, reconciled appropriately, and reported in a manner that supports organizational decision-making, compliance, and accountability.

Essential Duties and Responsibilities

- Maintain accurate and timely accounting records in support of financial reporting, internal controls, and organizational accountability.
- Prepare and process journal entries, account reconciliations, and supporting schedules as needed for monthly, quarterly, and annual close processes.
- Perform bank reconciliations and ensure timely resolution of outstanding items, discrepancies, or adjustments.
- Support the preparation of financial statements, including gathering, reviewing, and reconciling financial information to ensure accuracy and completeness.
- Assist with the annual audit process by preparing audit schedules, supporting documentation, reconciliations, and responses to auditor requests.
- Reconcile investment activity between financial systems, investment management records, custodial statements, and the general ledger.
- Prepare, process, and reconcile stock gifts, including coordination with appropriate internal and external partners.
- Process and reconcile gift activity, gift transfers, and related accounting entries to ensure accurate recording and reporting.
- Prepare and reconcile scholarship-related accounting activity and support accurate reporting of scholarship funds and distributions.
- Process wire transfers and ensure appropriate documentation, approval, and recording of related financial activity.
- Process sales and use tax activity and ensure proper recording and reconciliation.
- Process and reconcile trust and receivable bond activity.
- Support quarterly and annual financial reporting processes by preparing schedules, reconciliations, variance explanations, and other supporting materials.
- Collaborate with the Controller and Finance team to strengthen accounting processes, improve efficiency, and maintain strong internal controls.
- Provide timely, accurate, and professional support to Foundation staff, USD partners, donors, vendors, and other stakeholders as appropriate.
- Stay current with accounting standards, financial regulations, and best practices relevant to nonprofit and foundation accounting.
- Perform other duties as assigned.

Required Skills and Qualifications

- Bachelor's degree in a related field or equivalent combination of education and experience. 3+ years of financial accounting experience.
- Excellent written, and verbal communication, and active listening skills with strong attention to detail.
- Proficient in Microsoft Office Suite or similar.
- Collaborate effectively and efficiently with internal and external partners and champion a culture of cross-functional teamwork.
- Strong strategic thinking, analytical, and organizational skills with the ability to plan, execute, and follow through.
- Experience with CRMs (Raiser's Edge, Financial Edge, Paciolan, preferred).
- Valid driver's license and safe driving record.

Physical Requirements

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodate individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation and Alumni Association expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay, or other terms or conditions of employment. The University of South Dakota Foundation and Alumni Association is an Equal Opportunity Employer.